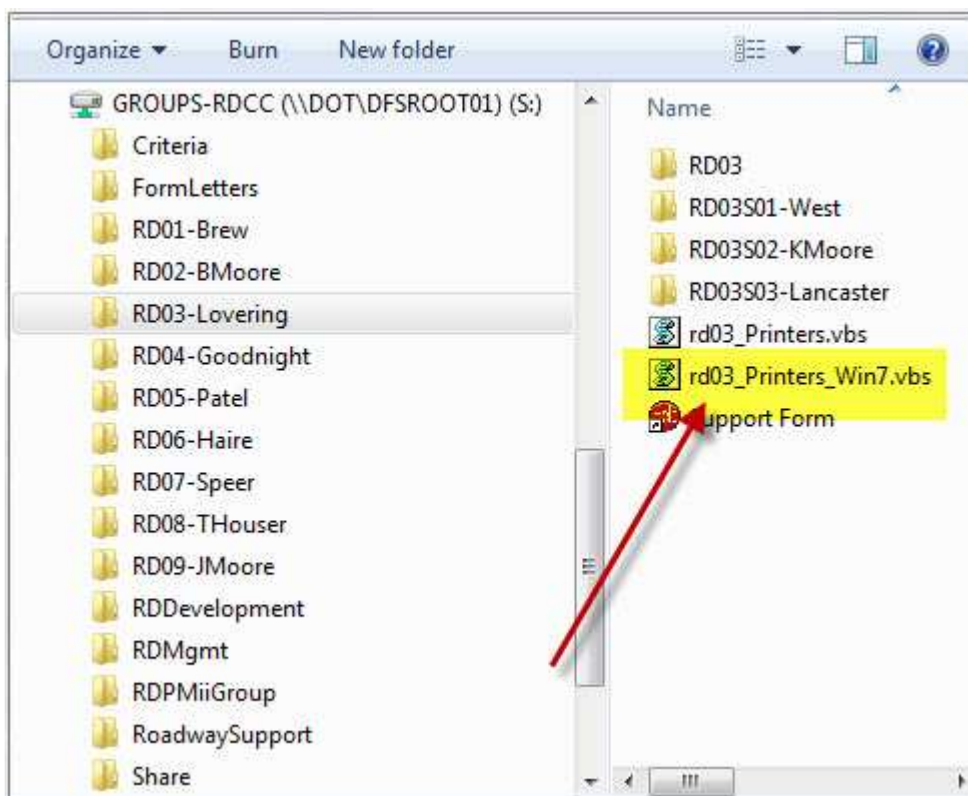


Printing Procedures

Printer Set Up

- Go to your Project Group folder on the S: drive and run the rdxx_Printers_Win7.vbs file.



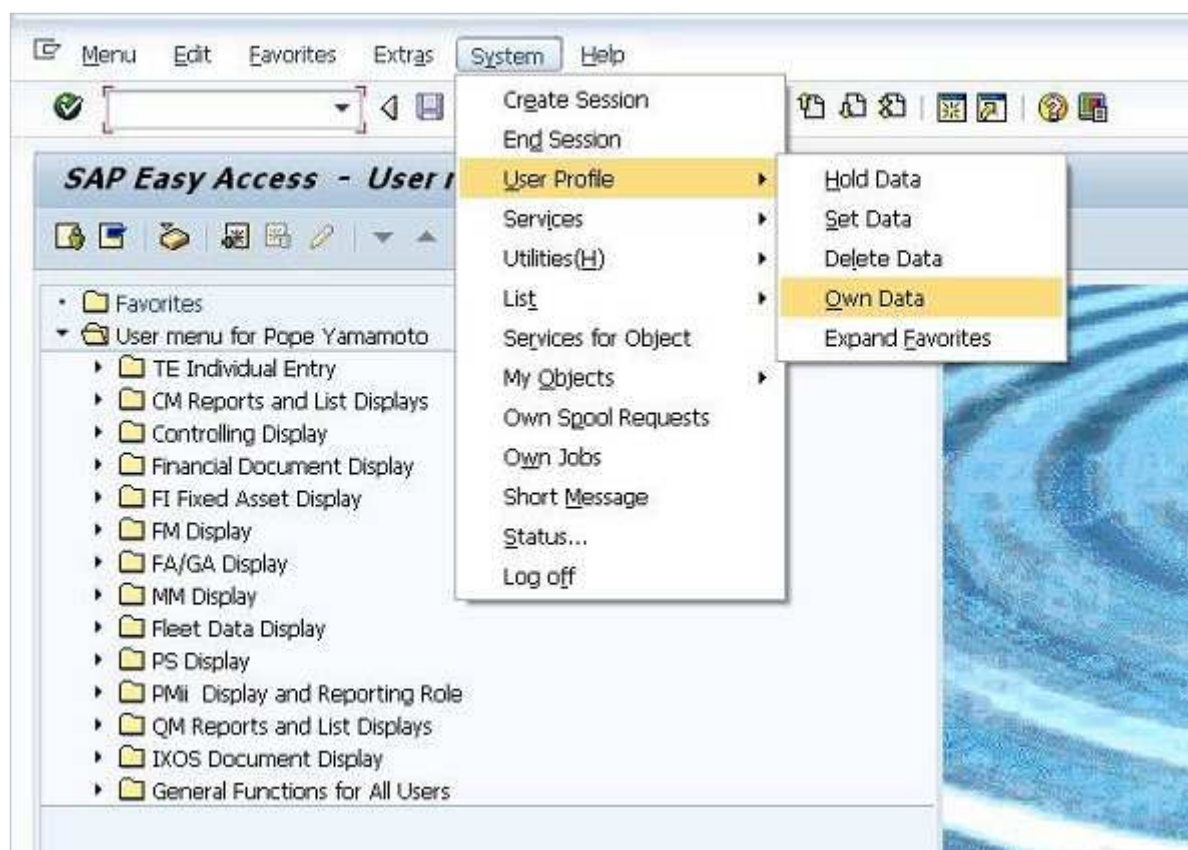
- This will set up all the printers you need for your work group, including setting the default printer.
- Print queues are profile specific. You log onto someone else's computer, you will need to add print queues.

Understanding the Color Laser Plot Queues

- Use the "CSD220711" for Office documents.
- Use the "CSD220711pcl6" for tiffs.
- Use the "CSD220711ps" for pdfs.
- Use the "CSD-5500clja" for DGN letter size.
- Use the "CSD-5500cljb" for DGN 11x17 size.

SAP Printer Set Up

- From the main SAP page tool bar, select " **SYSTEM > USER PROFILE > OWN DATA** "



- This will pull your Maintain User Profile.
- Click on the default tab.
- Key in your output device/printer name (ex. DOTRD_092_CADD09CCA).
- Under Spool Control make sure both Output Immediately and Delete after input are checked.
- Click save on the diskette button at the top of the page.

The screenshot shows the 'Maintain User Profile' web application. The interface includes a menu bar (User, Edit, Goto, System, Help) and a toolbar. The main content area is titled 'Maintain User Profile' and contains a 'Password' section and a 'Parameters' section. The 'Parameters' section has tabs for 'Address', 'Defaults', and 'Parameters'. The 'Parameters' tab is selected, showing fields for 'Start menu', 'Logon Language', 'Decimal Notation', 'Date Format', 'Time Format', 'Spool Control', and 'Personal Time Zone'. Red arrows and numbers 1 through 5 point to specific elements: 1 points to the 'Parameters' tab, 2 points to the 'OutputDevice' field, 3 points to the 'Key in DOTRD_092_CADD##CCA' text, 4 points to the 'Output Immediately' and 'Delete After Output' checkboxes, and 5 points to the 'Save changes' button.

Maintain User Profile

Password

User: PYANAMOTO
Last Changed On: DOT-BATCH 02/13/2012 05:45:07 Status: Saved

Address Defaults Parameters

Start menu: [Yellow bar]

Logon Language: EN

Decimal Notation: 1,234,567.89

Date Format: MM/DD/YYYY

Time Format (12/24h): 24 Hour Format (Example: 12:05:10)

Spool Control

OutputDevice: DOTRD_092_CADD10CCA

☒ Output Immediately

☒ Delete After Output

Personal Time Zone

of the User: [Empty box]

Sys. Time Zone: EST

Save changes 5

Tab to defaults 1

2 Key in DOTRD_092_CADD##CCA

3 Your group number

4 Check both of these boxes